



Real Estate Services Department Leasing and Acquisition

April 6, 2016

RE: REQUEST FOR PROPOSALS (RFP) – SAN BERNARDINO – CHILDREN AND FAMILY SERVICES – SPECIAL SERVICES – REQUIREMENT FOR OFFICE SPACE

Dear Prospective Proposers:

San Bernardino County's Real Estate Services Department is accepting proposals prior to **June 2, 2016, at 4:00 p.m.**, for the lease of a building for commercial office use for Children and Family Services – Special Services (CFS) in the San Bernardino area. Specifications are for a 44,000 square foot build-to-suit or existing building. The desired occupancy date is March 1, 2017, or sooner.

- ±44,000 square feet of office space
- Lease term of ten (10) years with two (2) five-year options
- Parking Requirements: 360, including 30 spaces reserved for County vehicles
- Modified existing Class A or new build-to-suit building
- Full service lease preferred
- San Bernardino area, within the boundaries set by:
 - Interstate 210/San Mateo Street on the east
 - Barton Road on the south
 - 215 Freeway on the west
 - Interstate 210 on the north

The RFP package including premises specifications, a sample floor plan and lease agreement can be obtained via the County's eProcurement (ePro) website, <https://epro.sbcounty.gov> (Bid # RESD116-RES-1871) or by calling our office at (909) 387-5252 or emailing admin@res.sbcounty.gov. If you have space that meets these requirements, please send a proposal per the instructions in the RFP package to the following address no later than **4:00 p.m., on Thursday, June 2, 2016**:

County of San Bernardino
Real Estate Services Department
385 N. Arrowhead Avenue, 3rd Floor
San Bernardino, CA 92415-0180
Attn.: Pamela Nelson

Proposers are required to register at <http://epro.sbcounty.gov/epro> prior to the submission deadline. Late or incomplete proposals will not be accepted. Please provide your assigned ePro Vendor Number on the proposal. For assistance with registration or other ePro functions, please contact Vendor Support via email at ePro.Vendors@buyspeed.com or via phone at (855) 800-5046.

If you have questions regarding this RFP, please contact Pamela Nelson at (909) 677-8321 or via email at pnelson@res.sbcounty.gov.

Sincerely,

Pamela Nelson, Real Property Agent